

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

RANCH CONFERENCE MANAGER

DEFINITION

Under direction, plans, organizes, and supervises the conference use of the Marin County Office of Education Walker Creek Ranch Outdoor Education Facility hereafter referred to as the Ranch.

THE POSITION

This class performs professional-level services in the organization, control, and supervision of conference use at the Ranch. Incumbents make decisions in the coordination of conference activities and the integration of conference activities with the regular Outdoor Education Program and other Ranch activities. The class is distinguished from other classes serving the Marin County Office of Education by the nature of the work being specific to the Ranch.

DUTIES AND RESPONSIBILITIES

Plans, schedules, and supervises personnel and facilities as they relate to the use of the Ranch for conferencing in a retreat type setting; coordinates work of staff engaged in catering to the needs of guests, cleaning and making-up of rooms, maintaining grounds, preparing and serving food, providing guests with specialized services for conferencing and attending to specialized needs of persons participating in conference programs; develops and coordinates conference programs such as Elderhostel; maintains a calendar of facility use, and works with Ranch staff in the maintenance of the facility master calendar; communicates with Marin County Office of Education personnel, other public and private parties in the promotion and use of the facility as a conference center; writes, designs and prepares promotional, marketing and information materials; corresponds with parties regarding facility use, describing capabilities and costs; coordinates the activities of vendors and provides special equipment to conference users; enforces rules of the facility with tact to ensure the safety and welfare of guests; interacts with guests during conference activities; inspects guest rooms and cabins for cleanliness and upkeep; maintains files; prepares reports, estimates and final billings; keeps financial records; makes presentations to the public and to Marin County Office of Education personnel; ensures that the facility is secure from intrusion of outsiders; and performs varied duties, as assigned, related to the Ranch Program; and does other work as necessary requiring essentially the same efforts, skills, and responsibilities when work requirements are changed or modified.

DESIRABLE QUALIFICATIONS

Knowledge of: Principles of conference and meeting planning and scheduling;
Principles of work planning and scheduling;
Methods, materials and equipment used in maintaining an overnight guest facility;
Hotel housekeeping and food service practices and procedures;
Principles of performance evaluation and training;
Marketing skills;
Training and problem solving;
Bookkeeping and record keeping;
Safety principles of living and working in rustic conditions;
Principles of cooperation with other workers in spontaneous situations.
Conference programs development and implementation.

031091 -- Labor Grade 2, Salary Range 48 -- \$2312 - \$2406

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Ability to: Interact with personnel and the public in a cooperative and positive atmosphere;
Plan, schedule, and organize an outdoor facility for conferencing;
Supervise and train personnel in a conference/training program;
Estimate costs of food, rooms, and other facilities;
Write, design, and distribute promotional material;
Maintain ledgers of conference costs and income;
Understand and carry out written and verbal directions;
Organize work and perform a variety of duties independent of supervision;
Operate a vehicle in mountainous or wilderness conditions.

TRAINING AND EXPERIENCE

Any combination of training and experience which demonstrates possession of the knowledge and abilities stated above and the skills. A typical qualifying background is substantial coursework in hotel management and/or related field or prior experience in managing program that requires significant marketing expertise and scheduling. Must possess and maintain a valid California driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work scheduled will be variable and may include weekend work.
Incumbents may be required to reside at the Walker Creek Ranch site for specific periods of time.
Physical stamina required for extensive walking.